**PEMBROKE CITY COUNCIL MEETING**

**MINUTES**

**SEPTEMBER 13, 2021**

The regular meeting of the Pembroke City Council was held on Monday, September 13, 2021, in the City Hall Council Chambers with the following members present Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Karen Lynn, Diane Moore, Ernest Hamilton and Johnnie Miller. Also present were City Attorney Dana Braun, Police Chief William Collins, Fire Chief Peter Waters, DDA/P/Z Renee Hernandez and City Clerk Cathy Rushing.

**CALL TO ORDER…**The meeting was called to order at 7:00 p.m. by Mayor Cook.

**INVOCATION…**The invocation was given by Councilman Johnnie Miller.

**PLEDGE OF ALLEGIANCE…**Mayor Pro-Tem Walraven led the Pledge of Allegiance.

**ADOPTION OF MINUTES…**A motion was made by Councilwoman Lynn, with a second by Mayor Pro-Tem Walraven, to approve the minutes from the meeting held August 9, 2021. The motion carried.

**PUBLIC COMMENTS…**Marie Allen told Council about the potholes on Old Still Road. Mayor Cook told her that she would have the Streets Dept. look at it. Ms. Allen also stated that there was still work being done at the house that burned on Benton Street.

**BID AWARDS…**The Pembroke Sewer Rehabilitation Project received three bids: SAK Construction in the amount of $783,811; Insituform Technologies, LLC in the amount of $810,738.365; and Gulf Coast Underground in the amount of $1,154,467.34. City Engineer Marcus Sacks recommendation is to award the bid to SAK Construction. Mayor Pro-Tem Walraven made a motion to award the bid to SAK Construction in the amount of $783,811. Councilwoman Moore seconded the motion and it passed unanimously.

The Water Well Inspection and Pipe Modification Project received only one bid: Y-Delta in the amount of $70,359.65. Mr. Sack recommended awarding the bid to Y-Delta. Mayor Pro-Tem Walraven made a motion, with a second by Councilwoman Moore to award the bid to Y-Delta in the amount of $70,359.65.

The LMIG Project (Lanier and Patterson Streets) received three bids: Sikes Brothers in the amount of $82,489.05; McClendon Enterprises in the amount of $78,390; and R.B. Baker in the amount of $84,800. Marcus Sacks recommendation is to award the bid to McClendon Enterprises. Mayor Pro-Tem Walraven made a motion to award the bid to McClendon Enterprises in the amount of $78,390. Councilwoman Moore seconded the motion and it passed unanimously.

**RESOLUTION…**A Resolution in Support of Grant Applications for City of Pembroke Wastewater Treatment Improvements was presented. Councilwoman Moore made a motion with a second by Councilwoman Lynn to dispense with the reading of the Resolution. The motion passed unanimously. Councilwoman Moore then made a motion to approve the Resolution in Support of Grant Applications. Councilman Miller seconded the motion. The motion passed unanimously.

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City Attorney Dana Braun discussed with Council that the solution for Lot 8 on Kent Street would be to amend the subdivision plat to extend Lot 8 by 20 ft and show the right-of-way to be 20 ft. The city could then quit claim to Ella McCloud any interest in the 20 ft portion of Lot 8. Mayor Pro-Tem Walraven made a motion to amend the subdivision plat to extend lot 8 by 20 ft and show the right-of-way to be 20 ft and city would quit claim to Ella McCloud any interest in the 20 ft portion of Lot 8. Councilman Miller seconded the motion and it passed unanimously.

Council discussed the old EMS building located at 135 N. College St. Mayor Pro-Tem Walraven stated that it could be deeded to the DDA for housing incentives. Mayor Pro-Tem Walraven is to investigate this further and bring it back to council next month.

City Clerk Cathy Rushing presented the approval of the alcohol pouring license for Stoner’s Pizza. Chief Collins stated that everything had checked out with the application on his end. Councilman Miller made a motion, with a second by Councilwoman Moore to approve the alcohol pouring license for Stoner’s Pizza. The motion passed unanimously.

The Bryan County Middle School Softball team requested permission to hold a bucket brigade in downtown Pembroke on September 18, 2021. Councilman Miller made a motion to approve the request from BCMS Softball team. Councilwoman Lynn seconded the motion and it passed unanimously.

The BCHS Band Boosters requested permission to hold a bucket brigade in downtown Pembroke on September 25, 2021. Councilwoman Moore made a motion, with a second by Councilman Miller, to approve the request from BCHS Band Boosters. The motion passed unanimously.

Councilwoman Lynn presented a requested from Bryan County Schools for permission to hold their Homecoming Parade on October 14, 2021, beginning at 6:00 p.m. The parade will start at the Christian Church down 280 East to end at Warnell Ave. Mayor Pro-Tem Walraven made a motion to approve the request from Bryan County Schools. Councilman Hamilton seconded the motion and it passed unanimously.

City Clerk Cathy Rushing presented a request to approve the disposal of 8 boxes of city records that have met the records retention guidelines and can now be destroyed. Mayor Pro-Tem Walraven made a motion to dispose of the records presented. Councilwoman Moore seconded the motion and it passed unanimously.

Under Department Reports Police Chief Collins reported that he had hire 2 full-time officers and 2 part-time officers, and things were running more smoothly.

Fire Chief Peter Waters reported that last month’s call volume was high due to covid calls. He informed council that the Harn Center had been cleaned and that the locker room floors at the pool had been painted.

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Under DDA, Renee Hernandez reported on the downtown planters and informed council that the downtown trunk or treat will be held October 30th. At this point council discussed that door-to-door trick or treating will be discouraged because of covid. The Christmas Parade is planned for the second Saturday in December.

Councilwoman Lynn reported that the Streets and Maintenance Dept. had been temporarily trying to work 4 10-hr days. They have someone who works regular shift and covers Fridays. The results have been positive, and they would like to make this permanent. Mayor Pro-Tem Walraven made a motion to allow the Streets and Maintenance Departments work 4 10-hr days per week starting immediately. Councilwoman Moore seconded the motion and it passed unanimously.

Mayor Pro-Tem Walraven made a motion to open for sale Block W in the City Cemetery. Councilwoman Moore seconded the motion. The motion passed unanimously.

Mayor Pro-Tem Walraven reported to council that she has been receiving complaints about the grass cutting at the cemetery and other locations. She suggested we may need to look at other companies. The City Clerk is to look at the current contract and let council know.

After some discussion about the cameras for the skatepark, Mayor Pro-Tem Walraven made a motion to have Mear Tech install the cameras. Councilwoman Moore seconded the motion and it passed unanimously.

Having no further business Councilwoman Lynn made a motion, with a second by Councilwoman Moore to adjourn. The motion passed unanimously. The meeting adjourned at 7:50 p.m.

**ATTEST:**

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Cathy D. Rushing, City Clerk Judy B. Cook, Mayor